

Instructions For



Easy to use

MAIL NOW

Professional Mailing List Processor
for the C-64™

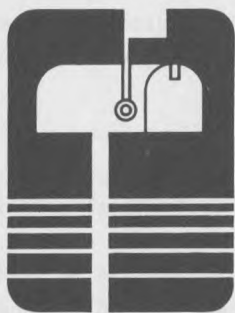


cardco, inc.

300 S. Topeka • Wichita, Ks 67202



MAIL NOW!



USER'S MANUAL FOR THE **MAIL NOW!** SOFTWARE

COPYRIGHT © 1984
DIGITALMAN

Created through the combined talents of
Steven & Shawn Faure
and Greg Coggin.

This edition of the manual
by Michael Willoughby.

COPYRIGHT NOTICE

This document and the accompanying software are all copyrighted. All rights reserved. Neither this document nor any of the accompanying software may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, or reduced to any electronic medium or machine-readable form, without the expressed prior consent, in written form, of DIGITALMAN.

This document and software are sold subject to the condition that they shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the expressed prior consent, in written form, of DIGITALMAN.

Commodore and Commodore 64
are trademarks of Commodore Electronics, Ltd.

IF YOU NEED HELP

If, for some reason, you have a problem that this user's manual cannot solve, then call the CARDCO Customer Service number: (316) 267-6525. The Service is available from 9:00 a.m. to 5:00 p.m. CST, Monday through Friday.

YOUR COMMENTS AND SUGGESTIONS

We welcome your comments and suggestions about MAIL NOW!. We think that this program has been well tested, and we are confident that it will provide fast and easy address-label processing -- from entering the information to printing the labels themselves.

If you have any comments or suggestions regarding this product, send them to:

CARDCO, Inc.
attn. MAIL NOW!
300 S. Topeka
Wichita, KS 67202

CONTENTS

A Gentle Introduction	1
● How To Use This Manual	3
The Hardware Configurations Allowed	4
● Using MAIL NOW! For The First Time	5
Installation	5
Formatting The Data Disk	8
Entering Some Label Information	10
Getting Started	10
Entering The Label Data	12
Printing Some Labels	15
Searching The Labels	18
Entering The Search Key Value(s)	19
When The Labels Are Displayed	19
Matching Characters	20
Modifying A Label	22
Printout Subfunction Of SEARCH	23
Designing The Label Format	24
Deleting The Label Examples	27
Ending MAIL NOW!	28
● REFERENCE SECTION —————	
Starting MAIL NOW!	30
Make Entry	33
Print Out	35
Search (and Print Out Single, Modify, & Delete)	39
NOW File	46
Print Dsgn	48
Merge	53
Directory	55
Exit Program	56
Error Messages	59
Appendix: Never Do This/ Changes From Version 1	61
Index	64

A GENTLE INTRODUCTION

MAIL NOW! is a mailing-label program, full of convenient features, for use on the Commodore 64[™] personal computer. Packaged on a write-protected flexible disk, MAIL NOW! is used in a Commodore Business Machines (CBM) 1541 disk drive or a CBM 4040 disk drive. MAIL NOW! can use any printer that will work on a C-64 computer; printer commands can be used to print mailing labels in any format possible on the printer.

MAIL NOW! has all these features:

- * 600 labels can be stored on a disk, with an unlimited number of disks containing labels
- * Each label contains, in addition to the name and address fields, a remark field and a category (very useful for sorting labels)
- * Labels can be merged from one disk to another, so custom sets of labels can be produced and labels can be copied from one disk to another

In addition to those features, MAIL NOW! can be used to do the following things with your labels:

- * Sorting the labels by a field such as ZIP code, then printing selected labels based on that field or combination of fields
- * Designing the format of the label to be printed: spacing, blank lines, including or excluding label fields, and so on
- * Merging labels from different disks; custom sets of labels can be created on separate disks, or labels from one disk can be moved to another.
- * Formatting a new disk on which to store label information
- * Putting label information into files suitable for use with the Cardco WRITE NOW! word-processing software

In the Search function of MAIL NOW!, you can use the Modify, Delete, and Print Single Label subfunctions to update your mailing lists. When you exit MAIL NOW!, you can use the Back-Up function to make a backup copy of your data disk.

All the MAIL NOW! functions are performed with the function keys and cursor-movement keys. All the options are displayed in unintrusive menus, so you don't have to remember any cryptic command or put messy-looking codes into your label data. The current operation is shown by a message, so you don't have to guess what the program is doing.

The cursor is highlighted, with an arrow pointing to the last character entered. This makes it easy to see where the cursor is on the screen. If you leave the computer and then return, this highlight and arrow point to the spot where you left off, so it is easy to get started again. When labels fields are being entered or otherwise changed, the field currently under study is highlighted with a white background. When the cursor is moved to another field, the previous field returns to the original background color and the new one is highlighted. This little trick is extremely useful for determining which field is being used.

What happens if an error occurs? In the first place, errors are rather unlikely because you run MAIL NOW! using the function keys rather than commands. If you press a wrong key, disaster strikes only if you delete a label accidentally. To delete an entire disk full of labels, you would have to accidentally delete each label. If you press one of the other keys--RUN/STOP, for example--the worst thing that will happen is that you will return to the previous level of menus. MAIL NOW! controls the keyboard so that you can't accidentally stop the program or do other unintentional things.



HOW TO USE THIS MANUAL

This manual was designed to be easy to use, unlike many user manuals. This section is like a user's manual for the user's manual.

This manual is divided into two parts: the first part is a comprehensive example of using MAIL NOW!, while the second part is a reference manual. The first time you use MAIL NOW!, read the first part of the manual: "Using MAIL NOW! For The First Time". That section will tell you how to install and configure the MAIL NOW! software and how to use the basic functions of the software: entering a label, printing it, and searching a set of labels.

After you have used MAIL NOW! once, you'll be familiar with the way things work--the menus, the function keys, and so on. If you need a refresher, you can use the first section again. If you feel confident about using MAIL NOW! more or less without using the manual (one of our aims), then you can use the reference section to determine how to do particular things or for some helpful hints.

At the end of the manual is an index, so you can look up items directly. The reference section is organized in the actual sequence of MAIL NOW! operation. The section on starting MAIL NOW! is first, and the sections on printing and exiting the program are last.

Because you probably don't want to know all the nice features of every MAIL NOW! function the first time you run the program, the descriptions are put in the reference section. The first section, the example, contains only the minimum information to get you started using MAIL NOW!.

HARDWARE CONFIGURATION ALLOWED

MAIL NOW! can be run using the following hardware configuration.

Required

- Commodore C-64 computer
- Monitor or television set
- At least one flexible-disk or rigid-disk drive, as follows:
 - Commodore 1541 flexible disk
 - Commodore 4040 flexible disk
 - Any other disk drive which is functionally equivalent to the CBM 4040 or 1541

Optional

- Printer (highly recommended!); must be compatible with CARDCO's Cardprint series of printer interfaces
- Second single-unit disk drive
- Interpod or MSD interface (IEEE protocol)

Considerations

Multiple disk units can be chained in any combination supported by the hardware. MAIL NOW! requires only one unit but can use two if they are available.

The difference between using one unit and using two is as follows. When using one unit, you put any NOW files that you create onto the label-data disk itself; also, when you use the backup function, you switch the label-data disk and the backup disk in the unit as requested by MAIL NOW!. When using two units, one unit is used only for the label-data disk and the second is used for the disk to contain NOW files or the backup copy.

USING MAIL NOW! FOR THE FIRST TIME

When you use MAIL NOW! for the first time, it's a little like meeting a blind date for the first time--you have to give out a little information about yourself. In this case, that information is the location of the disk drive(s). Just how much information you have to give depends on your computer configuration, as follows.

- * If you are using a Commodore 1541 disk drive by itself, go on to step 17 (page 8).
- * If you are using multiple 1541 drives and/or a Commodore 4040 disk drive, then continue at the "Installation" section below.

INSTALLATION

When using multiple disk drives or dual drives, you must run a configuration program to "tell" MAIL NOW! which disk drives are to be used for what. The configuration program is contained on the MAIL NOW! disk. To run this configuration program, perform the following steps.

1. Turn on your computer and disk drives and monitor, then insert the MAIL NOW! disk into drive 0.
2. Enter the following command to load the program. (Throughout these steps, any quotation marks shown must be entered.)

LOAD "CHANGE DRIVES",8

3. After the program has been loaded, enter the following command to start it.

RUN

4. The question "HOW MANY DISK DRIVES ARE YOU USING? 1" is displayed. The 1 is the default; to use it, press RETURN. Otherwise, enter the number of disk drives you are using. (Just to get our terminology straight, a disk drive is the same as a slot into which a flexible disk can be inserted.) Press RETURN after entering the number.

5. If you entered 1 or pressed RETURN, you are lucky enough to get to skip to step 15. If you entered 2, you must enter more information about which drive you will be using for what.
6. The message "ENTER DRIVE # FOR THE DATA DISK? 1" is displayed next. If you are using a 4040 unit, the drive number for the data disk can be different than the drive number for the disk to be used for NOW files and backup. If you are using two 1541 drives, however, both drives will be numbered 0. Based on that consideration, enter the number of the disk drive to be used for the data disk (the disk containing the labels). To use the default value of drive 1, press RETURN.
7. The message "ENTER DEVICE # FOR THE DATA DISK? 8" is displayed next. When two 1541 drives are being used, each must have a unique device number. Enter the device number of the drive to be used for the data disk. To use the default value of 8, press RETURN.
8. The message "ENTER DRIVE # FOR WORK FILES? 0" is displayed next. Work files are those other than master label information, such as the WRITE NOW! files that MAIL NOW! can create. This drive can be used for any disk other than the label data disk. (If CHANGE DRIVES is run again, of course, the data disk could be used on this drive and the work files on the other...).

Enter the drive number of the disk drive to be used for disks other than the data disks. To use the default value of 0, press RETURN. If a 4040 unit is being used, each drive must have a unique number. If two 1541 units are being used, they both have a drive number of 0.

9. The message "ENTER DEVICE # FOR WORK FILES? 8" is displayed next. Enter the device number of the drive to be used for the work files. To use the default value of 8, press RETURN.
10. The message "ARE YOU USING AN IEEE INTERFACE?" is displayed next. If the drives are connected to the computer by means of an IEEE-488 interface (not by the scream IEEE!), enter Y. Otherwise, enter N or press just RETURN; continue at step 15. If you are using an Interpodtm interface, enter N.

11. If you are using an IEEE-488 interface, you must specify some memory locations. The message "TOP OF MEMORY AT? 53247" is displayed next. This memory location is the highest memory address possible. If the default address is the correct top of user memory, press RETURN. Otherwise, enter the byte address of the top of user memory.

The following three addresses will be called at each device access.

12. The message "ENTER CALL ADDRESS FOR DATA DRIVE? 64789" is displayed next. To use this default location, press RETURN. Otherwise, enter the location (byte number).
13. The message "ENTER CALL ADDRESS FOR WORK DRIVE? 64789" is displayed next. To use this default location, press RETURN. Otherwise, enter the location (byte number).
14. The message "ENTER CALL ADDRESS FOR PRINTER? 64789" is displayed next. To use this default location, press RETURN. Otherwise, enter the location (byte number).
15. If you have just answered all the preceding questions, you are probably glad you've finally reached this point. So, without further delay, continue.

The messages "REMOVE THE PROGRAM WRITE PROTECT" and "PRESS RETURN?" are displayed. The information you gave in your responses must now be written onto the MAIL NOW! program disk. Remove the disk from the drive, remove the write-protection tab, and put the disk back into the drive again. Next, press RETURN. You will then notice some disk activity, which is perfectly normal. (No, your MAIL NOW! disk is not being destroyed--don't worry!)

16. The messages "REPLACE THE PROGRAM WRITE PROTECT" and "PRESS RETURN" are displayed. Once again remove the program disk, then put the write-protection tab back on it, then put the disk back into the drive. Next, press RETURN. You will notice a little more disk activity. The CHANGE DRIVES program is now finished, and is automatically loading the MAIL NOW! program. The installation process is over, except for formatting the data disk.

FORMATTING THE DATA DISK

17. If you performed the preceding steps, continue at step 18.

Otherwise (assuming that you are using a single 1541 drive), enter the following command to load MAIL NOW!.

LOAD "DM",8,1

After the MAIL NOW! program has been loaded, the messages "PLACE DATA DISK IN" and "HIT ANY KEY" are displayed. Before MAIL NOW! does anything else, it looks for a data disk.

If you are using a single disk drive, remove and store the MAIL NOW! program disk. If you are using two drives, do this as well if the data disk is to be used in device 8. Next, insert a blank or old disk into the drive. If you are using two drives, be sure to put it in the drive you defined earlier.



NOTE: MAIL NOW! automatically formats the inserted disk with a HEADER command. Be sure the disk you insert does not contain any files that you want to keep, nor a write-protection tab.

After inserting a disk to be used for the data disk, press any key to continue. (That's right, any key--even RUN/STOP!)

18. The messages "DISK NOT MAIL NOW!" and "FORMAT THIS DISK? ANSWER Y=YES" are displayed. If the disk has previously been formatted with a HEADER command, the existing disk directory is displayed. MAIL NOW! determines whether the disk you inserted is a MAIL NOW! data disk before it does any formatting. This is your last chance to save any files on the disk if you inserted the wrong one. If necessary, remove the disk and load a different one. To continue--formatting the disk as a MAIL NOW! data disk--enter Y.
19. The message "ENTER NAME" is displayed. Enter the volume name of the disk, up to 15 characters. Any alphanumeric or standard typewriter-keyboard symbols can be entered, but graphics characters can not. The ←CRSR→ key can be used to move within the highlighted field without changing the characters already entered; the DEL key can be used to delete the characters entered. The ◀ symbol is the cursor, pointing at the last character entered. Press RETURN after entering (and editing, if necessary) the disk's volume name.

20. The message "ENTER ID" is displayed next. Enter the two-character disk identifier. The same rules apply for the characters allowed and the cursor movement as applied for the volume name.
21. The message "FORMATTING DISK NO.: volume name,unit ID" is displayed, where volume name and unit ID are the values entered in the previous steps. Next, the message "FORMATTING DISK B-A: number, number, number" is displayed while the disk is being formatted. The numbers are the block addresses; they will change constantly to show which disk block is being accessed at the moment.
22. When the data disk has been formatted, the main menu of the MAIL NOW! program is displayed. This menu, shown below, shows the major functions of the program. When you run the program, you select the function you want by pressing the function key indicated next to the name of the function.
- To continue with this tutorial and learn about each function in a sensible order, press the f1 key on the right side of the keyboard. To continue on your own, press the function key of the function you want to perform, then continue in the "REFERENCE" section of this manual (starting on page 30).
23. If you wisely selected the f1 key (MAKE ENTRY function), continue with the "ENTERING SOME LABEL INFORMATION" section of this manual.

MAIN MENU

f1 MAKE ENTRY
f3 SEARCH
f5 PRINT DESIGN
f7 DIRECTORY

f2 PRINT OUT
f4 NOW FILE
f6 MERGE
f8 EXIT PROGRAM

ENTERING SOME LABEL INFORMATION

This section shows how to get names, addresses, and so on into the MAIL NOW! program so labels can be created. That is, after all, the purpose of MAIL NOW!. For this example, you will enter one potentially useful label and two others which will probably be useless after this exercise is finished. By entering the label information given below, you will be able to follow exactly what happens to the stuff you enter.

GETTING STARTED

After the main menu has been displayed and you have pressed the f1 key, the menu shown on page 11 is displayed. The items in the menu are the fields in which data can be entered; f8 causes the program to return to the main menu. Note that the f7 definition is blank initially. When sufficient information has been entered, the definition is changed to "MAKE ENTRY". When that definition is displayed, the label can be written to the data disk. Before that definition is displayed, however, additional information is required. The minimum label information required is as follows.

Last name -- 2 characters
City -- 2 characters
State -- 2 characters
ZIP code -- 5 digits

When the MAKE ENTRY function is first started, the following screen format is displayed.

MAKE ENTRY

f1	LAST NAME
f3	STATE
f5	ZIP
f7	

f2	CATEGORY
f4	ADDRESS
f6	REMARK
f8	MAIN MENU

LAST NAME

FIRST NAME

ADDRESS

CITY

STATE

ZIP

CATEGORY

REMARK

The f keys in the menu refer to the function keys on the right side of the keyboard. They are used to select the different functions throughout MAIL NOW!. Those in the left column are the ones which are pressed without using the SHIFT key; those on the right are pressed along with the SHIFT key.

The cursor is automatically put in the LAST NAME field to begin.

ENTERING THE LABEL DATA

There are two ways to put the cursor into the field into which you want to start entering information. One is to press the function key of the field; the other way is to use the $\uparrow$ CRSR $\downarrow$ key to move from field to field.

Try both methods to get to the LAST NAME field. When you get into the field, you see an $\triangleleft$ character; this is the cursor, pointing to the last character entered. As you enter characters, the cursor moves to the right. If you make a mistake while in a field, use the DEL key to backspace. After you have entered all the information for a field, press RETURN to indicate that the field is finished; the cursor automatically moves to the next field. To move around inside a field without erasing characters, use the $\leftarrow$ CRSR $\rightarrow$ key.

Now you are ready to enter a label. This first one will be the potentially useful one; use it to mail a suggestion or compliment about MAIL NOW! to the CARDCO company. Enter this label information:

LAST NAME

Cardco, Inc.

FIRST NAME

Attn: MAIL NOW!

ADDRESS

300 S. Topeka

CITY

Wichita

ST

KS

ZIP

67202

CATEGORY

AB

REMARK

Example label

After you enter all that information, use the cursor movement and DEL keys to play with the CATEGORY and REMARK fields. If you were watching closely after you entered the ZIP field, you may

have seen the f7 line of the menu change from blank to MAKE ENTRY. When this change occurs, it means that the minimum label information has been entered and that the label can be saved on the data disk. The minimum information required is as follows.

LAST NAME field: 2 characters
CITY field: 2 characters
STATE field: 2 characters
ZIP field: 5 digits

To save the label after entering this minimum information and making any corrections, press the f7 key. Do that now to save the Cardco Company label. The message "DISK ACCESS" will be displayed.

Now, enter the next label information. Again, use the function keys or the cursor movement keys to get to the proper fields. After entering the information in a field, correcting it if necessary, press RETURN to finish the field and go on to the next one. Here is the label information to enter.

<u>LAST NAME</u>	<u>FIRST NAME</u>	
Jones	Davy	
<u>ADDRESS</u>		
99 Sea-bed Lane		
<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>
Atlantis	DJ	99999
<u>CATEGORY</u>	<u>REMARKS</u>	
FB	Fable One	

Now go to the CATEGORY field; press CTRL and H together to "freeze" the contents of the field. After entering and correcting the label information, press f7 to save the label information onto the data disk. Next, enter the last example label, as follows.

When entering the information, note that the CATEGORY field still contains FB. That field is "frozen," which means that information entered in it for the previous label (or labels) does not have to be entered manually for this label. This feature can be quite useful for such fields as CITY, STATE, and ZIP when entering a group of addresses of the same geographical area. (To cancel the "freeze" option, press CTRL and O together.) To help you remember how to turn this feature on and off, the H of the CTRL-H means 'hold text' while the O of CTRL-O means 'off hold-text.'

Anyway, here is the third set of sample label information. Note that it contains no FIRST NAME or ADDRESS information. Those fields, remember, are not required and can therefore be omitted.

LAST NAME

Pytho

FIRST NAME

ADDRESS

CITY

Delphi

STATE

GR

ZIP

99998

CATEGORY

FB

REMARKS

Fable Two

After entering and correcting the information, press the f7 key to save the label on the data disk.

Now that three sample labels have been entered and saved, and you are familiar with the process for doing so, go on to the next section ("Printing The Labels") to learn how to use the PRINT function. To end the Make Entry function and return to the main menu, press f8 or RUN/STOP.

PRINTING SOME LABELS

This section of the tutorial will show you how to print the labels. (That is probably the main reason you have this program, isn't it!) To begin, make sure the main menu is currently displayed. If it is not, press the RUN/STOP and RESTORE keys to display it. Next, perform the following steps. (Be sure to turn on your printer before loading MAIL NOW!.)

1. Press the f2 key to select the PRINT OUT function. The following menu is then displayed.

PRINT OUT

f1 LAST NAME	f2
f3 STATE	f4
f5 ZIP	f6
f7 CATEGORY	f8 MAIN MENU

CHOOSE SORTING FIELD

2. Before you print any labels, you must pick which ones to print. (After all, you may not want to print all 600 labels on your data disk every time you need a label!) To choose which labels to print, you must pick one of the fields shown as the 'sorting key' or basis for choosing labels. Press the function key of the field you want to 'sort on' or choose--in this case, press f1.
3. A blank label format is then displayed, much like that for the MAKE ENTRY function. The cursor is put into the field you chose in step 2; in this case, it is put in the LAST NAME field. The word FROM is displayed in the field. This word indicates that you can specify a minimum value for the field, if you want to print a range of labels (like all the SMITH labels, for example). Enter the characters that MAIL NOW! is to look for in each label to be printed. In this case, enter JONES.
4. The cursor is then moved one line down, in the same field, and

the word "TO" is displayed. This word allows you to enter a maximum value for the field, so you can search for a range of records (for example, SMITH to THOMAS). If you press f7 without entering a maximum value, only the minimum value is used as the search key. In this case, press f7 without entering a maximum value.

5. The search for labels containing JONES in the LAST NAME field. When the Davy Jones record is found, it is displayed as it is printed. Because it is the only label that matches the search key, it is the only one printed. After it is printed, the main menu is displayed again. Note that, while the label is being printed, the message "PRINTING LABEL" is displayed to show what action is occurring.

→ That's it for printing a set of labels based on one value of search key. If you want to try a range of search keys, or if you want to learn about the universal characters (matching characters), continue with step 6. Otherwise, continue at the next section of this tutorial. _____

6. The main menu should be displayed now. If it is not, press the RUN/STOP and RESTORE keys to display it. Select the PRINT OUT function again by pressing the f2 key.
7. When the "CHOOSE SORTING FIELD" message is displayed, press the f1 key to again use the LAST NAME field as the sorting key.
8. When the label layout is displayed, enter a * character in the LAST NAME field. That character, a matching character, will match any label, regardless of the field's contents in the label.
9. Because the LAST NAME field will match all labels and will therefore not eliminate any from the search, you should define a second sort key. Press the f6 key to put the cursor into the REMARK field.

10. Enter FABLE* in the REMARK field. That entry will match labels containing a REMARK field which begin with FABLE, regardless of the entire contents of the field. (As you can see, the * matching character can be used by itself to match any field contents, or used with some preceding characters to partially define the field contents.)
11. Now that two search keys (one universal and one restrictive) have been defined, press f7 to search for matching labels and print them. As you can see, the Davy Jones label and the Pytho label are printed. They are the only two which matched both search keys. (The Cardco label matched the * key but not the FABLE* key.)
→ That was a description of how to use the * matching character. For a description of the ? matching character, continue with step 12. Otherwise, go on to the next section of the tutorial. —
12. The main menu should be displayed. If it is not, press the RUN/STOP and RESTORE keys to display it. Once again (are you getting tired of this?) press the f2 key to select the PRINT OUT function.
13. This time, press the f7 key to select the CATEGORY field as the search key.
14. When the label layout is displayed, the cursor is put into the CATEGORY field, but only the "FR" of "FROM" can be displayed in the field. Enter ?B as the search key. This key will match any field containing any one character followed by a B. (The ? character matches a single character, while the * matches any number of characters.)
15. Press the f7 key to search and sort the labels matching the sort key. In this case, all three example labels are printed because they all match the key. The important point here is that the ? matching character can be used in front of characters in a field while the * character can only be used following other characters.
16. After the labels have been printed, the main menu is displayed; continue with the next section of the tutorial.

SEARCHING THE LABELS

At this point you should see the main menu. If you don't, press f8 (or RUN/STOP and RESTORE) to go to the main menu. This section will show you how to search for specific labels based on the contents of a label field. This function is quite useful in printing a selected group of labels; it is also useful in finding a specific label for updating or deleting. The Modify and Delete functions are used as subfunctions of Search.

To get started, press f3 to start the Search function. The following menu is displayed.

SEARCH

f1	LAST NAME
f3	STATE
f5	ZIP
f7	CATEGORY

f2
f4
f6
f8 MAIN MENU

CHOOSE SORTING FIELD

To find a label, you must obviously look for it based on the contents of one or more fields. This menu allows you to choose the main field to look for; this field is called the search key.

Press the function key of the CATEGORY field, f7. The following menu is then displayed.

f1	LAST NAME
f3	STATE
f5	ZIP
f7	

f2	CATEGORY
f4	ADDRESS
f6	REMARK
f8	MAIN MENU

ENTERING THE SEARCH KEY VALUE(S)

The cursor is automatically put in the field you selected in the search key menu; in this case, it is the CATEGORY field. The message FR is displayed in the field, requesting the FROM value of the search key. This is the "lowest" value of the search key. The ASCII collating sequence is used. That means that the search keys have low to high values in this sequence:

!#\$%&'()*+,-./0123456789ABCDEFGHIJKLMNPOQRSTUVWXYZ

A search key composed of an asterisk (*) is lower than one composed of an A, so the label information containing the lower search key in the search field will be found before the one with the higher search key. If you want to search for a range of labels, you can specify both the lowest value and the highest value for the search key (labels beginning with a category of A through M, for example). If you only want to search for labels with a specific category, you enter only the FROM value. If you want to search for a range of values, you enter the FROM value and then the TO value.

→ In this example or tutorial, enter FB as the search key's only value. When the T0 message is displayed below the FB, ignore it and press the f7 key to start the search. (Again, in this function, note that the f7 definition is blank until the minimum label information for the function has been entered.)

WHEN THE LABELS ARE DISPLAYED

After you press the f7 key, MAIL NOW! reads memory and perhaps also the data disk to find the labels whose contents matches the search key. When a label is found, it is displayed in the same format as it was entered, except that only the search field name is displayed rather than all the field headings.

At the top of the screen, another menu is displayed, as follows:

f1 FORWARD
f3 REVERSE
f5
f7 MODIFY

f2 PRINT OUT
f4
f6 DELETE
f8 MAIN MENU

Underneath the menu is a message indicating the current label number and the total number found matching the search key.

The first label displayed is the Davy Jones label. To view the next label found--the Pytho label--press the f1 key as indicated in the menu. The FORWARD function displays the next label of the set found. The REVERSE function displays the previous label. When the last label of the set is displayed, the FORWARD function simply starts again with the first label. To experiment, use the FORWARD and REVERSE functions to go past the 'end' of the set of labels.

- The MODIFY function is used to modify the current label. If you press f7 (do so), a menu showing the label fields is displayed above the label data. The cursor is put into the LAST NAME field. To modify any field, simply enter the new characters over the existing ones. To leave a field intact, press only RETURN; the cursor is moved to the next field. After making all the desired modifications, press the f7 key to change the label. To return to the SEARCH function without change, press f8 without pressing f7. After making any changes and pressing f7, press f8 to return to the SEARCH function.

- The PRINT OUT function can be used to print the displayed label. This function is handy when printing selected labels. It works about like the major PRINT OUT function, discussed later.

- The DELETE function can be used to delete the displayed label. Use it with care, because a deleted label is gone forever. (If you accidentally delete a label, you must re-enter it using the MAKE ENTRY function.) When you delete a label, the number of labels in the 'found' set is decreased by one.

MATCHING CHARACTERS

MAIL NOW! has two very useful and powerful features of the Search function--the two matching (wild card) characters * and ?. The * character can be used to match any label contents, while the ? character can be used to match any single character in a label field.

Before using these matching characters, press the f8 key to return to the main menu, then press f3 to start the SEARCH function. When the message "CHOOSE SORTING FIELD" is displayed, press f1. When the FROM message is displayed in the LAST NAME field, enter a *, then press f7.

When the * matching character is used by itself in a field, all labels are displayed unless a second search key is used. As you can see, the Cardco label is displayed because it is the first label on the data disk. It also happens to have the lowest value for the LAST NAME field of any of the three labels. The labels, in general, are shown in order of low field value to high field value.

The * character by itself is certainly powerful. (If you use it by itself on a data disk of 600 labels, you may have a negative attitude about its power, especially after you've seen the 599th label! Seriously: You can always press f8 or RUN/STOP to stop a long search.) When the * character is used as the last character of the search key, the search key will match a number of labels regardless of the exact contents or spelling of the field. To search for all labels with a ZIP code starting with 67, for example, you would simply enter 67* in the ZIP search field.

Try this experiment. Press f8 to return to the main menu, then press f3 to select the SEARCH function. Press f1 to pick the LAST NAME field as the main sorting field, then enter a * in the field. Use the ↑CRSR↓ key or press f6 to move down to the REMARK field. In that field, enter FABLE* to search for labels containing a REMARK field that starts with FABLE. Finally, press f7 to start the search.

The Davy Jones record, label 1 of 2, is displayed because it contains something in the LAST NAME field and begins with FABLE in the REMARK field. Press f1 to display the next label, the Pytho one.

Now continue at the next section, "Modifying A Label".

MODIFYING A LABEL

Remember that saying "Nothing is constant but Change"? That is certainly true in regard to sets of labels--it seems that you are constantly changing them. The MODIFY subfunction of the SEARCH function is used for that purpose, as follows.

Why is MODIFY a subfunction of SEARCH?, you may ask. Well, before you can modify a label, you must display it. To display it, you must find it. To find it, you must search for it. Thus, the SEARCH function, containing the MODIFY subfunction.

Now perform this experiment with MODIFY. You should be looking at the Pytho label. Press f7 to start the modification function. The cursor is put in the LAST NAME field, and that field is highlighted. Use the cursor movement keys or function keys to get to the field you want to modify--in this case, the CITY field. Next, enter Parnassus, writing over Delphi in the highlighted field.

That is the only change to make to this label, so press f7 to indicate that the label has been modified. The disk may be accessed, but that is normal. That is all you need to do for this section of the tutorial; if you want to experiment with any of the labels, go ahead. In general, the same rules apply for moving the cursor as applied for the other functions:

- Use the ←CRSR→ key to move within a field without changing its contents
- Use the ↑CRSR↓ key or function key to move from field to field
- Use the DEL key to delete single characters in a field, and use the CLR key to delete the entire contents of a field

When you are comfortable using the MODIFY function, return to the SEARCH menu. From there, after searching again if you like, continue at the "Print Subfunction Of SEARCH" section after this one.

PRINTOUT SUBFUNCTION OF SEARCH

The SEARCH function has a subfunction, PRINT OUT, that lets you print a single label which you have found by searching the data disk. If you need to print several labels but must find them by looking for different search keys, then this subfunction is a handy way to print them.

Begin by turning on your printer and inserting either paper or labels. Start the subfunction by using the f1 or f3 keys to display the label you want to print; next, press the f2 key to print the label.

Note that the label is printed in a rather standard format. This format is the default; you can change it by using the PRINT DSGN function (through the main menu). Once you have set up the label format, both the PRINT OUT subfunction and the PRINT OUT main-menu function use that format for printing the labels. You can, of course, change the format at any time; more on that in the "DESIGNING THE LABEL FORMAT" section.

After printing the label, you can modify it, print it again, delete it, display another label, or return to the main menu. If you want to experiment with the MODIFY and PRINT OUT subfunctions, go ahead. When you are finished, go on to the next section.

DESIGNING THE LABEL FORMAT

MAIL NOW! is very flexible in the format in which labels can be printed. A default format is set up automatically, but you can use the PRINT DSGN function to change the format in just about any way you like.

To start, press the f8 key to return to the main menu. Next, press the f5 key to start the PRINT DSGN function. You can see five blocks of data displayed. The top two are the field menu; the center two are the label characteristics, and the bottom one is the physical layout of each label. The numbers above the bottom block are the character location of the physical format. The field or character that the cursor is currently in is highlighted.

To get around in this function, you use the following keys.

- ↑CRSR = Move to previous character or field
 - ↓CRSR = Move to following character or field
 - RETURN = Finished with this line; go to next line down
 - →CRSR = Scroll the physical layout to the right
 - ←CRSR = Scroll the physical layout to the left
 - HOME = Put the cursor at, and scroll to, the first position of the first line of the physical layout
 - DEL = Delete the preceding character or field
 - space = Insert a space or replace a field with a space
 - RUN/STOP = Return to main menu
 - f1-f8 = Insert that field at the current cursor position
 - INST = Insert room for characters, like it is always used
 - CTRL E = Cause a request for a one-character ASCII control code to be displayed (Next, enter the character.)
 - CTRL A = Cause a request for a one- to three-character ASCII control code to be displayed (Next, enter the characters.)
-

When you start the function, the cursor is in the LAST NAME field. To change the physical layout of the label as it is to be printed, use the keys as described above to delete, insert, or change the position of the label fields. Any of the fields can be inserted or deleted; you can even put the same field in the label multiple times (although the reason for doing so is lost in the sands of time...).

Any of the standard typewriter-keyboard symbols can be inserted into the label layout to be printed along with (or instead of) the label fields. This is handy for printing slogans, banners, and so forth on the labels.

Try this experiment. Press the ↓CRSR key three times to put the cursor in the FIRST NAME field, then press the space bar to delete the field from the layout. Say that, for example, you want the category field in that spot rather than the first name. Press the ↑CRSR key to back up to a likely-looking position (around 19), then press the f7 key to insert the CATEGORY field. Only the letters CA are inserted there, but that is normal; enough characters are automatically inserted for each field to make the field exactly the maximum size on the layout. The maximum size of the category field is 2 characters, so just CA is displayed.

Next, suppose you decide to erase the comma in position 18. Press the ↑CRSR key to back up to position 19, then press the space bar. The comma is erased, and the cursor is put in the next field. Now suppose you want to insert two spaces before the last name. Press the ↑CRSR key to put the cursor in the LAST NAME field, then press the SHIFT and INST key twice.

Now experiment on your own with the other lines. Press the RETURN key to go down lines, and press the ↑CRSR key to go back up.

Try this experiment with the number of lines in the label. Use the ↑CRSR key to go up to the LINES LBL parameter, then enter 6. Press the RETURN key to go down to the layout. You will see two

blank lines added to the bottom. Those lines can be used as part of the label format; you can put whatever you desire on them just like you could the original three lines. More than 5 lines in a label are permitted, but you will have to decide how large you can make the labels based on the size of the ones you will be printing on.

The printer device number can be changed, as well as the function codes you can give to the printer (the SECONDARY field). The number of labels across the page can be specified, as can the number of spaces between the labels and the lines between them. You can specify the horizontal length of the label and, as you just learned, the number of lines in a label. You can also specify the number of copies of each label you want printed.

As you can see, MAIL NOW! was designed to make label processing as flexible and as easy as possible. You can create just about any label format you desire, and you are virtually unlimited in the size and format of labels you print on. You could even print labels directly on business forms such as invoices, because you can specify the exact format and position for the label to be printed.

After you have designed the perfect label format, press RUN/STOP to return to the main menu.

DELETING THE LABEL EXAMPLES

Now that you have entered, searched, modified, and printed the example labels, you probably want to rid them from your sight forever. Here is how to do that.

Press the RUN/STOP or f8 key to return to the main menu, then press the f3 key to start the SEARCH function. When the SEARCH menu is displayed, press the f1 key to select the LAST NAME field, then enter a * in the field. To start the search, which will find all three labels, press the f7 key. As each label is displayed, press the f6 key to delete the label. Keep in mind that when you ask for the label to be deleted, MAIL NOW! takes you seriously and really deletes the label. Once a label has been deleted, it is gone forever (unless you enter it again!).

Delete all three labels unless, for some bizarre reason, you want to keep any of them. When you have deleted all the labels on a data disk, the messages "NONE FOUND" and "HIT ANY KEY" are displayed. That simply means that no more labels can be found on the disk during the search. Press any key to return to the main menu.

The data disk is now empty (unless you kept a label), and is ready for use in storing your real labels. (Do 'real labels' eat quiche...?) The tutorial is now over except for the section on ending MAIL NOW! (a very important one), which follows.

ENDING MAIL NOW!

After you have put in a long day processing labels, you are probably glad to see the end of MAIL NOW!, right? Well, MAIL NOW! is not ended that easily--it still has some questions for you. To start the ending procedure (that sounds odd!), press the f8 key when the main menu is displayed. Next, the question "EXIT PROGRAM?" is displayed. This question gives you a chance to get back into the program in case you pressed f8 accidentally. To return to the program, press RETURN or enter N; to continue the ending procedure, enter Y. (If you enter N or press RETURN, the main menu is displayed again.)

If you answer Y, the following message is displayed:

WRITING INDEX TABLE		
I	I	I

The index table is a table that MAIL NOW! creates on the data disk to keep track of the labels. Each time you add, modify, or delete a label, the index table must be updated. It is usually updated when the program is ended, which is now. As the table is updated, a bar is drawn on the screen to show how much progress has been made. The label format specification is also stored now.

After the index table has been updated, the following question is displayed: "BACKUP DISK?". To create a backup data disk, answer Y. When the message "PLACE BACKUP DISK IN" is displayed, first unload the data disk from the drive, then remove any write-protection tab from a blank disk, then load the blank disk into the drive. Finally, press any key to start the backup. If the disk contains any files, the directory is displayed and the question "FORMAT THIS DISK?" is displayed. If you answer Y, all data currently on the disk is destroyed. If you enter N, MAIL NOW! asks for another disk.

If you decide to format the disk, whether or not it is blank, you are asked for the volume name and disk ID. The same rules apply here as when you first formatted the data disk during installation. It is important that you enter a unique disk ID!

After you have entered that information, the messages "FORMATTING DISK NO.: volume name, ID" and "FORMATTING DISK B-A: nn,nn,nn" are displayed. When the disk has been formatted, the "WRITING INDEX TABLE" message is displayed. The index table from the original data disk is being copied to the backup disk.

Next, the message "PLACE DATA DISK IN" is displayed. Unload the backup disk (but keep it handy), then load the data disk. Press a key to start the backup procedure. The message "BACKUP PASS #n" is displayed as the labels are read from the data disk into memory. After a large group of labels have been read in, the message "PLACE BACKUP DISK IN" is displayed. Once again, unload the data disk and put the backup disk in the drive, then press a key. The message "BACKUP PASS #n" is displayed as the labels are written onto the backup disk.

If you have a single disk drive, you will switch the data disk and backup disk possibly several times, especially if you have many labels on the data disk. If you are fortunate enough to have two drives, you won't have to switch disks.

After the backup is completed, the index table is read and the main menu is displayed. To end the program, press f8, then enter Y to the question "END PROGRAM?", then enter N to the question "BACKUP DISK?", then enter Y to the question "RETURN TO BASIC?". (If you enter N to the BASIC question, MAIL NOW! asks whether you want to insert a new data disk.)

REFERENCE SECTION

STARTING MAIL NOW!

When you install MAIL NOW!, you define the disk(s) that you will be using for the data disk and work disk. The CHANGE DRIVES program is used for this definition. After using CHANGE DRIVES once, you don't need to run it again unless the disk drive configuration is changed.

To start MAIL NOW!, perform the following steps.

1. Turn on the computer, disk drive(s), and printer. Insert the MAIL NOW! program disk in disk drive 0. (Leave the write-protection tab on the disk.)
2. Enter the following command to load the MAIL NOW! program.
LOAD "DM",8,1
3. The messages "Searching for DM" and "PROGRAM LOADING PLEASE WAIT" are displayed while the program is being loaded into memory. (The copyright statement is also displayed; it is a warning against pirating this program!)
4. After the program has been loaded, the message "PLACE DATA DISK IN" and "HIT ANY KEY" are displayed. If you have already created a label data disk or disks, then load it (or one of them) after removing the program disk. If you have never created a label data disk, load a blank disk after removing the program disk. Be sure to load the disk into the drive you specified (during configuration) as being the data drive.

After loading the disk, press any key to continue.

5. If the disk has already been formatted by MAIL NOW!, the index table on the disk is read into memory while the message "READING INDEX TABLE" is displayed.

If the disk has not been formatted by MAIL NOW!, the directory is displayed (if one exists) and the question "FORMAT THIS DISK?" is displayed. If the wrong disk was inserted, enter N and return to step 4. If the disk is to be formatted by MAIL NOW!, destroying the current files and

REFERENCE STARTING MAIL NOW!

all data on the disk, then enter Y. The message "ENTER NAME" is displayed. Enter the name of the disk volume; a maximum of 15 characters can be entered. Any alphanumeric or standard typewriter-keyboard symbols (!@#,etc.) can be entered, but graphics characters can not. The $\leftarrow$ CRSR $\rightarrow$ key can be used to move within the highlighted field without changing the existing characters; the $\uparrow$ CRSR $\downarrow$ and DEL key can be used to delete the characters entered. The $\triangleleft$ symbol is the cursor, pointing at the last character entered. Press RETURN after entering (and editing) the volume name. The message "ENTER ID" is then displayed. Enter the two-character disk identifier. The same rules apply for the characters as apply for the volume name, and the cursor movement keys are the same. Press RETURN after entering the ID. NOTE: The disk ID must be different for every disk formatted by MAIL NOW!. The messages "FORMATTING DISK NO.: volume name,ID" and "FORMATTING DISK B-A:nn,nn,nn" are displayed showing that the disk is being formatted.

6. The main menu of the MAIL NOW! program is displayed next. Press the function key (f1-f8) of the function you want to perform. Some functions, such as modifying or backup, are part of the eight functions listed, as follows.

<u>Function</u>	<u>Purpose</u>	<u>Subfunction (if any)</u>	<u>Purpose</u>
• MAKE ENTRY	Enter label data		
• PRINT OUT	Print labels		
• SEARCH	Find label(s)	• MODIFY	Change label
		• PRINT OUT	Print a label
		• DELETE	Delete label
• NOW FILE	Create WRITE NOW! file		
• PRINT DESIGN	Design label format		
• MERGE	Merge labels onto data disk		
• DIRECTORY	Display disk directory		
• EXIT PROGRAM		• BACKUP DISK	Create backup
		• RETURN TO BASIC	End program
		• LOAD NEW DATA DISK	Process different data disk

To start the subfunctions, you must first start the main function and then select an item from that function's menu.

To return to the main menu, press f8 if the current menu indicates that option, or press RUN/STOP and RESTORE together.

MAKE ENTRY

WHAT IT DOES

The Make Entry function is the one used to enter the label information. The label fields are displayed on the screen, with the one currently being used highlighted. The sizes of the fields, minimum and maximum, are as follows.

Field Name	*Minimum No. Chars.	Maximum No. Chars.
Last Name	2	17
First Name	0	15
Address	0	23
City	2	19
State	2	2
ZIP Code	5	10
Category	0	2
Remark	0	14

*Fields with a zero minimum are optional

HOW TO USE IT

When the Make Entry function is started, the cursor is in the first position of the Last Name field. Enter this field, then press the RETURN key to enter that field and go on to the First Name field. Be sure to enter at least the minimum number of characters for each required field. The cursor is the ◀ symbol.

- To correct information in a field before pressing RETURN, use the backspace key; to move within a field, use the ←CRSR→ key (with or without the SHIFT key).
- To enter a field after information has been entered in it or corrected, press the RETURN key. The cursor automatically moves to the next field.
- To move to another field without entering or changing the current field, use the ↑CRSR↓ key (with or without the SHIFT key), or press the function key for the field.

- When the f7 line of the menu shows "MAKE ENTRY", the minimum label information has been entered and the label can be created by pressing f7.

When a label is created, the message "DISK ACCESS" may be displayed. This is normal. Do not panic.

- To freeze a field (hold text), put the cursor into the field, then press CTRL and H together. Enter the contents of the field; those contents will be used in every label you create until 1) you exit MAKE ENTRY or 2) press the CTRL and O keys together. The CTRL-O key set turn off the freeze function.

The freeze function is very useful when entering several labels which have one or more common fields. By entering the common field in the first label and 'freezing' it, you only have to enter the other fields in following labels.

HELPFUL HINTS

Characters which can not be entered are: " ? *

Graphics characters and control characters can not be entered.

Trailing spaces in a field are not included as part of the field. Spaces in between characters or words in a field count.

To avoid making an entry while in the MAKE ENTRY function, press the f8 key to return to the main menu. If you discover an error made while entering information into a field --before you press f7 for the label--use the cursor movement keys or function keys to move to the field, then use the DEL key and cursor movement keys to delete the error; finally, enter the correct information into the field.

If you discover an error afterwards, use the MODIFY subfunction of the SEARCH function to correct the error.

PRINT OUT

WHAT IT DOES

The PRINT function is the one you will probably use most often (unless you search for labels just for the fun of it...). The function is used to print a set of selected labels. As few as one or as many as all on the data disk can be printed, depending on the criteria selected for searching for labels. The first part of the PRINT function involves searching for the labels to be printed; as each label matching the criteria is found on the data disk, it is printed. The labels are printed in the format set up with the PRINT DSGN function; if no alternative design is specified, the following one is used.

LAST NAME, FIRST NAME
ADDRESS
CITY STATE ZIP

HOW TO USE IT

To use the PRINT function, perform the following steps.

1. Ensure that the forms (labels or paper) are positioned properly on the printer.
2. After starting MAIL NOW!, you should see the main menu. If not, press the RUN/STOP and RESTORE keys or the f8 key to display it.
3. When the main menu is displayed, decide if the current print design is suitable. (Any changes you made using the PRINT DSGN function still exist.) If you need a different label format, press the f5 key to use the PRINT DSGN function. (Instructions for using it are in the "PRINT DSGN" section of this manual.) After changing the label format, or if the current label format is suitable, continue at the next step.
4. When the main menu is displayed, press the f2 key to start the PRINT OUT function.
5. A new menu is displayed along with the message "CHOOSE SORTING FIELD". Press the function key of the field on which to base the search for labels. (If none of the fields are to be the one

- on which you want to base the search, go ahead and pick any one of the fields shown; you can do exactly what you want later.)
6. The label layout is then displayed along with another menu. The cursor is put in the field you selected, and the word "FROM" is displayed in the field.
- 6a. If you want to search for a particular set of labels based on a single value of that field (such as all SMITH labels but no others), enter the exact value of the field you want, and go to the next step. (See the Helpful Hints, too.)
 - 6b. If you want to search for a range of labels, enter the first or minimum value of the field. (If you want to search for all SMITH through THOMAS labels, enter SMITH here.) The minimum value should be before the other end of the field's range (like A is before B and 1 is before 2). The relative value of non-alphanumeric characters is shown in the Helpful Hints of this function description.

When the cursor is put on the next line, the word "TO" is displayed in the highlighted field. Enter the maximum value of the field for which to search. (If you are searching for SMITH to THOMAS, enter THOMAS here.) Continue at the next step.

- 6c. If you want to search for all labels without using this field as the basis (or to use a field like ADDRESS or REMARK rather than another one as the basis), enter a * character. When the cursor is moved to the next line and "TO" is displayed, use either the  CRSR  key or one of the function keys to move to the field you want to base the search on. Next, enter the value of the field. (Only one value can be entered for such alternate search fields.)
7. To use another field as an alternate search field ('search key'),

REFERENCE PRINT OUT

use the $\uparrow$ CRSR $\downarrow$ key or press the appropriate function key to move to the field. Next, enter the field value. (Only a single value can be entered for alternate search fields.) As many alternate fields can be used as desired. Keep in mind, however, that the more search fields used, the fewer the labels that will be found that match all the search fields.

8. After you have entered the value for the main search field, the f7 line of the menu shows the "PRINT OUT" option. Any time after that option is shown, you can start the printing by pressing the f7 key. The labels are printed in minimum to maximum order as they are found. The message "DISK ACCESS" or "LABEL PRINTING" is displayed as the labels are printed.
9. After all the labels have been printed, the main menu appears.

HELPFUL HINTS

- Correcting a mistake in a search field: Use the $\uparrow$ CRSR $\downarrow$ key or the appropriate function key to move to the field, then use the DEL key to backspace and erase characters. To move around in a field without erasing characters, use the $\leftarrow$ CRSR $\rightarrow$ key. Simply type over invalid characters, or use the INST key to make space for the new characters.
- Exactness of search field: What you enter in a search field (except for the * and ? matching characters) is exactly what is searched for in the labels. If you have extra spaces within a field (except trailing spaces) of a search key, those spaces better have been entered when the label was made. Similarly, if the spaces (or any other characters) are in the label, you must enter them in the search field.
- * and ? matching characters: The * character can be used as the last one in a search field so that the exact contents of the field do

not matter. Any labels containing the first characters in the field (the ones before the *) are the ones which match the search field. (For example, a search field of 9* as the ZIP code will find all labels with a ZIP code which starts with 9.)

The ☐* character can be the only character in the field if the contents of the field do not matter at all. NOTE: If you only use one search field, and it contains just a * character, all the labels on the data disk will be printed. A search field of * is usually used in addition to another search field (one other than those shown in the "CHOOSE SORTING FIELD" menu).

The ☐? character is used anywhere in a search field to match any single character at that position in the field. Multiple ? characters can be entered in a search field if multiple (but not all) characters are to be matched. (For example, a ZIP search field of 6??99 would match all labels containing a ZIP code of 61199, 61299, ..., 69999.)

- Maximum to minimum searches: Are not allowed.
- Stopping the printing: If you decide to return to the main menu without printing all the labels that you specified (and especially if you accidentally specify a wrong search key), press and hold the RUN/STOP key until the main menu is displayed.
- Changing label format: Refer to the "PRINT DSGN" section of this manual.
- Using printer control codes in labels: Refer to the "PRINT DSGN" section of this manual.

SEARCH

WHAT IT DOES

The SEARCH function of MAIL NOW! is used to find one or more particular labels. When you find it or them, you can look at a label (quite exciting, actually!), or modify it, or delete it. The method used to specify a set of labels to be found is used in functions other than SEARCH. For that reason, this description will cover all the details in the How To Use It section rather than in the Helpful Hints sections, while the opposite is true for the other functions which involve searching.

One other thing you can do in SEARCH is to print a label. The PRINT OUT function does the same thing, but it works best on a group of labels which are specified beforehand. The print option of SEARCH is quite useful when you want to print this or that label rather than a definable set.

HOW TO USE IT

To use the SEARCH function, perform the following steps. (Except for step 2 and steps 6-9, these same steps are used for all search functions in all MAIL NOW! functions.)

1. If the main menu is not displayed (provided that all the peripherals are on and MAIL NOW! is loaded), press the f8 key or the RUN/STOP and RESTORE keys to display it.
2. Press the f3 key to select the SEARCH function.
3. The following menu is displayed along with the message "CHOOSE SORTING FIELD".

f1 LAST NAME
f3 STATE
f5 ZIP
f7 CATEGORY

f8 MAIN MENU

Press the function key of the field to be used to search for the label(s). If none of the fields shown are to be used, pick any one of them anyway; you can specify later which field you actually want to use. (To return to the main menu, press f8.)

4. The following menu is then displayed along with the label layout (like in the MAKE ENTRY function).

f1 LAST NAME
f3 STATE
f5 ZIP
f7

f2 CATEGORY
f4 ADDRESS
f6 REMARK
f8 MAIN MENU

The cursor, ◀, is put in the field you selected and the field is highlighted. The word "FROM" is displayed in the field. You have several options for specifying the value of the field to be used as the search key. (See 4d for * and ?.)

●4a. To search for a single value of the field (such as SMITH), enter that value and continue at the next step (5).

●4b. To search for a range of values in the field (such as labels SMITH through THOMAS), enter the minimum value here. (For a SMITH-THOMAS search, you would enter SMITH.) The cursor is moved down one line and the word "TO" is displayed. Enter the maximum value for the field here.

●4c. To use a different search field than the one you picked in step 3, enter a * character in the "FROM" field and continue at step 5.

●4d. To search for variable values in the field, whether or not a range of labels (FROM/TO) is to be searched, you can use the * and ? matching characters, as follows.

REFERENCE SEARCH

 The * matching character is used to match any number of characters in a field. * can be used with some actual characters to limit the field value somewhat; the more actual characters used, the more precise the field value defined. For example, * alone in a field (with no secondary search field) will match the field in every label, so every label is found during the search. A field value of A* will find labels which begin with an A in that field; a value of ABC* will only find labels which begin with ABC. The * character, if used, must follow all the actual characters (if any) in the field value.

The * alone is often used together with an actual value in a second field (such as CITY) to allow the search field to be one other than the four shown in the CHOOSE SORTING FIELD menu.

 The ? matching character is used to match one character in the field, at the position where the ? is entered. ? is usually used with one or more actual characters. Again here, the more actual characters defined, the more precise the field value defined. The ? can be entered anywhere in the field, either before or after (or in between) actual characters. A field value of ? alone would match only the labels with one character in the field (a limited number, most likely!). A field value of A? would match labels with two characters in the field, the first of which is A. A field value of A?? would match labels with three characters in the field, the first of which is A. A field value of ABC? would match labels with four characters in the field, the first three of which are ABC. Finally, a field value of A?B?C would match labels with five characters in the field, the second and fourth of which do not matter.

Both the * and ? matching characters can be used in the same field-value definition. Either or both of the characters can be

used in the main search field (in either the FROM or TO fields) as well as any secondary search fields. The characters can be used anytime the search operation is used, regardless of the MAIL NOW! function it is used in.

Now that you are a resident expert on the use of matching characters, go on to the next step of possibly defining the secondary key(s) of which so much has been said.

5. If you want to define a secondary search field, or if you entered * as the main search-field's value, then perform this step. Otherwise, continue at the next step.

Use the appropriate function key or the $\uparrow$ CRSR $\downarrow$ key to move to the field you want to use as a secondary search field. When you get there, it is highlighted but the word "FROM" is not displayed. That is because you can not enter a range of values for a secondary key. You can only enter the single value (with * and ? characters if desired) for the field.

Enter the field value. To define another secondary field, repeat step 5. Keep in mind, however, that the more search fields you define and the more precise the value that you define them as, the fewer the labels that will be found during the search that meet all the criteria.

6. After you have entered all the values in all the search fields you desire to use, look to see whether the f7 line of the menu shows SEARCH. If it does not, you must enter a value in the field you selected in step 3.

If it does show SEARCH, press f7 (finally!) to start the search.

7. The screen is cleared; the message "DISK ACCESS" may be displayed before the first label is displayed. If no labels are found on the data disk or if no labels matching the search fields are found, the messages "NONE FOUND" and "HIT ANY KEY" are displayed.

REFERENCE SEARCH

As each label is found, it is displayed along with the following menu.

f1 FORWARD
f3 REVERSE
f5
f7 MODIFY

f2 PRINT OUT
f4
f6 DELETE
f8 MAIN MENU

In addition, the message "NUMBER m OF n" is displayed. The m is the current label's position in the set found during the search; the number found is shown by n.

8. The functions shown in the menu can be performed for the label displayed. The MODIFY, PRINT OUT, and DELETE functions have an effect only on the displayed label; they do not affect any others.

●8a. To look at the next label in the set found, press f1. The labels are displayed in ascending ASCII sequence (!"#\$%&'()*+,-./0123456789:; = ?@ABCDEFGHIJKLMNPOQRSTUVWXYZ). The current label is not lost or changed, and the next one is displayed.

●8b. To look at the previous label in the set found, press f3. If all the labels are viewed that way, they will be displayed in descending order. Like the forward method, the current label is not changed or lost and the next one is displayed.

●8c. To print the currently displayed label, press f2. The message "PRINTING LABEL" replaces the menu temporarily as the label is printed. The label is printed in the format specified by the PRINT DSGN function. If that function has not been used, a standard format (three lines: name; address; city, state, and ZIP code) is used. After the label is printed, it is again

displayed along with the menu of step 7.

●8c. To delete the currently displayed label, press f6. Keep in mind that when you delete a label, it is gone unless and until you enter it again later. When you delete a label, the only outward effect is that the n of the message "NUMBER m OF n" is decreased by one. (If you delete the only label of a 'set' found, the message "NONE FOUND" is displayed, so don't be alarmed.)

●8d. To modify the currently displayed label, press f7. The following menu is then displayed, and the LAST NAME field is highlighted with the cursor put in it.

f1 LAST NAME
f3 STATE
f5 ZIP
f7 MODIFY

f2 CATEGORY
f4 ADDRESS
f6 REMARK
f8 SEARCH

Use the $\uparrow$ CRSR $\downarrow$ key or press the function key to move to the field you want to change. (You can change as many fields as you desire.) When you get into the field, use the $\leftarrow$ CRSR $\rightarrow$ key to move around in it without changing the existing characters. Use the DEL key to delete characters, or the CLR key to clear the entire field. Type the new field contents directly over the old contents, or use the INST key to make space between existing characters.

After making all the desired changes to a field, press the RETURN key to go on to the next step. If you leave a field without pressing RETURN, the previous contents of the field are used regardless of your change.

REFERENCE SEARCH

After you have made all the changes to the label, press f7. The label is changed, and the search menu is displayed again.

9. Go on to the next label of the set found, or return to the main menu by pressing f8.

HELPFUL HINTS

- When you modify a label so that it does not match the search field contents, the n in the "NUMBER m OF n" message is decreased by one and the label is removed from the found set. For example, assume that the search field contains a STATE field of KS, and that 20 labels with that STATE field have been found. If one of those labels was changed so that its STATE field was CA, the label number message would be changed to "NUMBER m OF 19" and the changed label would be removed from the set of 20.
- If you get the message "NONE FOUND" but you highly suspect that the label exists, try using the * and/or ? matching characters in the search field. Remember that spaces within a field (except trailing spaces) are actual characters in the field; you must include any such spaces in the search field.

NOW FILE

WHAT IT DOES

The NOW FILE function of MAIL NOW! creates a text file of labels; this file is in the format of files created by the CARDCO, Inc. WRITE NOW! word processor. By creating NOW files, you can put labels into a document that you write using WRITE NOW!.

The NOW file is also used for merging labels from different data disks. First you create a NOW file of labels, then you use the MERGE function of MAIL NOW! to merge the labels from the file onto the destination data disk. By merging labels that way, you can create custom label data disks to separate the types of labels or to make a data disk to give to another MAIL NOW! user. A NOW file can also be used as a quick backup, possibly of selected labels.

HOW TO USE IT

To use the NOW FILE function, perform the following steps.

1. If the main menu is not displayed, press the f8 key or RUN/STOP and RESTORE to display it.
2. Press the f4 key to select the NOW FILE function.
3. A new menu and the message "CHOOSE SORTING OPTION" are displayed next. You must choose the set of labels to be written to the NOW file. This operation works like the SEARCH function.

Press the function key of the field to be used as the search field. If none of the fields are to be used, press one anyway; you can specify the one you really want later.

4. Next, a new menu and the label layout are displayed. The cursor is put in the field you selected, and the word "FROM" is displayed in the field.

● If you want to enter a single value for the field for which to search for labels, enter it and continue at the next step.

REFERENCE NOW FILE

● If you want to enter a range of values for the field to search for different labels, enter the lowest value now. (If you want to search for SMITH to THOMAS, for example, you would enter SMITH.) When you press RETURN, the cursor is put on the next line down and the word "TO" is displayed. Enter the maximum value for the field now. If this is the only field to be used in the search, continue at the next step.

● If you want to use a different field than the current one as the search field, enter a * character; next, use the $\uparrow$ CRSR $\downarrow$ key or press the appropriate function key to move to the field you want to use as the search field. Continue at the next paragraph.

● If you want to use a secondary search field (or if you don't use the current field), use the $\uparrow$ CRSR $\downarrow$ key or press the appropriate function key to move to the desired field. Enter the single value to be used as the search field value. Continue at the next step.

5. After you have entered values for any and all search fields to be used, press the f7 key to start the function.
6. The message "ENTER NAME" is displayed, followed by a field containing MERGE.FILE and a blinking cursor. If the NOW file's name is to be something other than MERGE.FILE, enter the file name. Press RETURN after entering the name.
7. Next, the messages "WRITING FILE" and "NUMBER m OF n" are displayed while the NOW file is written to disk. If a single 1541 drive is being used, the NOW files are written on the data disk; if a 4040 or two 1541 drives are being used, the NOW file is written on the work disk.
8. When all the labels have been written into the NOW file, the main menu is displayed again.

PRINT DSGN

WHAT IT DOES

The PRINT DSGN function lets you design a custom label format in which to print labels. It is also used to specify the printer location, the number of labels per horizontal line on the page, and the distance between the labels on the page (among other things). Using the function, you can design a label format with just the fields you want printed, in the exact format you want printed, with any customization words/phrases/characters built in to the label format itself. You can use printer control codes in the format to take advantage of your printer's special features (such as double-wide characters or whatever).

Because you can enter text and characters directly into the label format (as well as the fields, obviously), you can print custom words or phrases or whatever in the labels without making any changes to the labels themselves. For example, you could put in the phrase "HAPPY NEW YEAR" for your end-of-the-year mailings, then remove it easily after the new year has started.

HOW TO USE IT

Perform the following steps to design the label format (before using the PRINT OUT function of MAIL NOW!, if you do not want to use the standard label format provided).

1. Assuming that MAIL NOW! is loaded and running, ensure that the main menu is displayed. If it is not, press f8, or RUN/STOP and RESTORE, to display it. Press the f5 key to select the PRINT DSGN function.
2. The following menus are displayed, along with the current label format. The cursor is put in position 1 of line 1 in the label format (also called the label layout).

REFERENCE
PRINT DSGN

f1 LAST NAME
f3 ADDRESS
f5 STATE
f7 CATEGORY

f2 FIRST NAME
f4 CITY
f6 ZIP
f8 REMARK

nDEVICE #
nLBLS ACRS
nCHARS LABL
nLINES LABL

nSECONDARY
nSEP SPACES
nCOPIES
nSEP LINES

The first menu is a selection of all the possible label fields that can be put into a label format. The second menu is the description of the printer configuration and page layout, as follows.

Parameter	Purpose
DEVICE #	The device number of the printer (1-6)
SECONDARY	Channel number of the printer; some printers (and the CARDCO Cardprint/+G) uses the channel number to determine the print mode (such as initial-letter upper-case)
LBLS ACRS	The number of labels to be printed horizontally across the page (1-4)
SEP SPACES	The number of spaces to be put horizontally between the labels (independent of label format) — (1-20)
CHARS LABL	The number of characters in the label (max.) horizontally on the longest line of label

<u>Parameter</u>	<u>Purpose</u>
COPIES	The number of copies of each label to print (1-250)
LINES LABL	The number of lines in the label format (1-8)
SEP LINES	The number of blank lines vertically separating the labels (0-255)

- Use the $\uparrow$ CRSR $\downarrow$ key to move to the parameter you want to set or change, if any. If all the current parameter settings are correct, continue with the next step.

When the cursor is at the proper parameter, type in the new value and then press RETURN. If you make a mistake when entering the number, first press RETURN, then use the $\uparrow$ CRSR $\downarrow$ key to move back to the parameter, then type in the correct value. After entering the correct value, go on to the next parameter to be changed (if any) and repeat the step.

- Use the $\uparrow$ CRSR $\downarrow$ key to move down to the label format area. The cursor is put at the first position in the first line. Change the layout as desired, according to the following rules and using the following keys.

Moving The Cursor

Use the $\uparrow$ CRSR $\downarrow$ key to move the cursor within the current line of the format without changing the current line contents. When the cursor reaches the end of the current line, it moves to the first of the next line (if moving from left to right) or to the end of the previous line (if moving from right to left). To move directly to the next line, press RETURN.

To move the cursor and erase the contents of the line, use the space bar to move forward or the DEL key to move backward.

Entering Fields

To enter a field in the label format, press the appropriate function key. The entire field (maximum size) area is entered starting at the position the cursor was at when you pressed

REFERENCE PRINT DSGN

the function key. Any following fields are moved to the right. Be sure that the cursor is on a space before entering the field--if the cursor is over a field (if the field is blinking), the field you enter replaces the blinking one.

To create a space in which to put the cursor, prior to entering a field, use the INST key. It can also be used to create an opening into which to put spaces, if any are needed for formatting the label as desired.

Entering Other Characters

To enter characters directly from the keyboard (other than fields), just type them in at the desired position. To create an opening for them between fields, use the INST key. To delete any erroneous or obsolete characters/words, use the space bar or the DEL key. Any key of a standard typewriter keyboard (A-Z, 0-9, and #,\$,etc.) can be entered in the label format, but graphics characters can not be. The characters can be put anywhere in the label, just like the fields.

Entering Printer Control Codes

To enter a printer control code, put the cursor in the position the two-digit code is to be put, then press CTRL and E. The message "WHICH CHARACTER" is displayed in the center of the screen. Enter the one-character control code, but do not press the CTRL key or Q key when you do. (For example, to enter a control code of ESC R, you would press CTRL and E, then enter R in response to the message.) The code Ex is then inserted; x is of course the character you entered. The Ex represents the actual hexadecimal control code which is actually entered.

To enter a control code of more than one character (0-255), put the cursor in the position the code is to be, then press CTRL and A. The message "WHICH CHARACTER" is then displayed in the center of the screen. Enter the one- to three-digit control code, but do not press the CTRL key or ~~OK~~ key when you do. The code ~~x~~xxx is then inserted; xxx are the digits you entered. The ~~x~~xxx represents the actual hexadecimal control character actually entered.

5. To look at the layout of the label, use the $\leftarrow$ CRSR $\rightarrow$ key to move back and forth horizontally. The numbers above the layout area indicate the current character position, from 01 to 120. To return the cursor to the first character of the first line, press HOME.
6. To end the label design function, press the RUN/STOP key. The label design is stored on the data disk (although a disk access may not occur now), along with the current parameter values. The MAIL NOW! main menu is displayed then.

HELPFUL HINTS

- To stop editing the current line of the label format and go to the next, press RETURN at any time (except when entering control codes).
- To return to position one of line one in the label format at any time (except when entering control codes), press the HOME key.
- If you specify in the LINES LABL parameter that you want more lines in the label than are currently displayed, the extra lines are not displayed until you move the cursor down to them.
- The CHARS LABL parameter can be less than the maximum size of the longest line of the label format. By decreasing this parameter value to the actual size of the largest label, you can juggle the relative positions of labels on a horizontal line. If you define the parameter too short, however, the part of the label past that limit is cut off and not printed. Experiment with it before you try any labels 'for real'.

MERGE

WHAT IT DOES

The MERGE function of MAIL NOW! takes a NOW file (previously created with NOW FILE) and merges its contents (label data) into the data disk. The labels in the NOW file become part of the set on the data disk.

The MERGE and NOW FILE functions are quite useful for moving sets of labels from one data disk to another, for making and restoring a quick backup of a data disk, or for creating a special-purpose data disk containing a select group of labels.

HOW TO USE IT

Perform the following steps to use the MERGE function.

1. Assuming that MAIL NOW! is loaded, ensure that the main menu is displayed. If it is not, press the f8 key or RUN/STOP and RESTORE keys to display it.
2. Press the f6 key to select the MERGE function.
3. The screen is cleared and the message "ENTER NAME" is displayed. The cursor is put in a blinking area containing the assumed file name MERGE.FILE.
4. To use the assumed file name as the input file's name, press RETURN and continue at the next step. Otherwise, enter the actual name of the input file and press RETURN. If you make a mistake before you press RETURN, use the DEL key or
← CRSR → key to correct the error.
5. The message "PLACE MERGE DISK IN" is then displayed, followed by the message "HIT ANY KEY". If you are using a single disk drive, remove the data disk; if you are using multiple drives, remove whatever disk (if any) is in the work-disk unit. Next, insert the disk containing the merge file, then press any key.
6. The message "READING FILE" is displayed, then the message "PLACE DATA DISK IN" is displayed. As the labels from the

input file are written to the data disk, they are displayed, one at a time.

7. After all the labels from the input file have been written to the data disk, the main menu is displayed.

HELPFUL HINTS

- If the wrong disk is inserted and the input file is not found, an error message is displayed. Remove the disk and load the data disk again. The main menu is displayed.

Consider using the DIRECTORY function to look at the file directories of likely-looking disks to find the one containing the merge input file.

- The name of the merge input file you enter in step 4 is kept until MAIL NOW! is ended.
- If you name a file that is not a NOW file created by MAIL NOW!, the file is not input. Instead, the message "PLACE DATA DISK IN" is displayed, then the main menu is displayed.

DIRECTORY

WHAT IT DOES

The DIRECTORY function of MAIL NOW! displays the directory of the currently inserted disk (data disk or otherwise). It performs about the same function as the Commodore LOAD "\$",8 and LIST commands, but does so as a MAIL NOW! function.

It is quite useful to check the contents of a data disk label or ID number, or to display the list of files on any disk. It is particularly useful when searching for a merge file on a disk, but you are not sure which disk the file is on. You can also use the function to determine whether a disk is blank (unformatted).

HOW TO USE IT

To use the DIRECTORY function, perform the following steps.

1. Assuming that MAIL NOW! is loaded, ensure that the main menu is displayed. If it is not, press f8 or the RUN/STOP and RESTORE keys to display it.
2. Press the f7 key to select the DIRECTORY function.
3. The disk is accessed and the directory is displayed in the usual format. The volume title and ID are highlighted. At the bottom of the screen, the message "HIT ANY KEY" is displayed.
4. To return to the main menu, press any key.

HELPFUL HINTS

- On a MAIL NOW! data disk, the size of the MAIL NOW DATA file and BLOCKS FREE will not correspond. The reason is that MAIL NOW! formats the data disk in a special way.
- Whenever the message "PLACE DATA DISK IN" is displayed, you can display the currently inserted disk's directory by pressing f7. After the directory is displayed, the message is displayed again so that you can load another disk.

EXIT PROGRAM

WHAT IT DOES

The EXIT PROGRAM function of MAIL NOW! allows you to do several things (including, of course, ending the program). Depending on the responses you enter, you can return to the main menu, make a backup disk, load a new data disk, or return to BASIC.

HOW TO USE IT

Perform the following steps to use the functions of the EXIT program function.

1. If the main menu is not displayed, press f8 or press the RUN/STOP and RESTORE keys to display it.
2. Press the f8 key to select the EXIT PROGRAM function.
3. The screen is cleared and the messages "EXIT PROGRAM?" and "ANSWER Y=YES" are displayed. If you accidentally pressed f8, enter N to return to the main menu. If you want to end the MAIL NOW! program or create a backup disk or load a new data disk, enter Y (but do not press RETURN). Continue at step 4 after the "WRITING INDEX TABLE" message is displayed.
4. The screen is cleared, and the messages "BACKUP DISK?" and "ANSWER Y=YES" are displayed. To exit the program or load a different data disk, enter N and continue at step 14. To create a backup disk of the data disk, enter Y (but do not press RETURN). Continue at step 5.
5. The screen is cleared, then the message "PLACE BACKUP DISK IN" is displayed along with "HIT ANY KEY". If you are using a single disk drive, unload the data disk and then load the disk to be used as the backup copy. Be sure that the backup disk is blank or contains only obsolete files! If you are using multiple drives, load the backup disk into the work drive. After loading the backup disk, press any key.

REFERENCE
EXIT PROGRAM

6. If the backup disk is not blank, its disk directory and the messages "FORMAT THIS DISK?" and "ANSWER Y=YES" are displayed. To format the disk as a MAIL NOW! data disk, destroying all data currently on the disk, enter Y (but do not press RETURN). To insert a different backup disk, leaving this one intact, enter N; return to step 5.
7. The screen is cleared and the message "ENTER NAME" is displayed. The cursor is put into a blinking area. Enter the disk volume name. If you make a mistake, use the ←CRSR→ key or DEL key to correct it. Press RETURN after entering the volume name.
8. The message "ENTER ID" is displayed and the cursor is moved to another blinking area. Enter the two-character disk volume identification (ID) code. Each disk must have a different ID. If you make a mistake, use the ←CRSR→ key or DEL key to correct it. Press RETURN after entering the volume name.
9. The screen is cleared once again, and the messages "FORMATTING DISK" and "NO.:name,ID" are displayed. As the disk is formatted, the message "B-A:n,n,n" is displayed to show the clock number being formatted.
10. Next, the message "WRITING INDEX TABLE" and a chart showing progress are displayed while the index table is being built on the backup disk.
11. The message "PLACE DATA DISK IN" is then displayed along with "HIT ANY KEY". If you are using a single disk drive, unload the backup disk and load the data disk. If you are using multiple drives, load the backup disk into the work drive. Press any key after loading the disk.
12. The message "BACKUP PASS #n" is displayed as the labels from the data disk are read into memory. Next, the messages "PLACE BACKUP DISK IN" and "HIT ANY KEY" are displayed. If you are using a single drive, unload the data disk and load the backup

- disk. If using multiple drives, load the backup disk into the work drive. After loading the disk, press any key.
13. The message "BACKUP PASS #n" is displayed as the labels are written onto the backup disk. Next, the message "PLACE DATA DISK IN" along with "HIT ANY KEY" is displayed. From this point on, until the backup is completed, repeat steps 11 through 13. When the backup is completed, the main menu is displayed again. Return to step 2 to exit the program or load a new data disk.
 14. The screen is cleared and the messages "RETURN TO BASIC?" and "ANSWER Y=YES" are displayed. To end MAIL NOW! and return to control of BASIC, enter Y. To load a different data disk, enter N (but do not press RETURN); continue at step 15.
 15. The screen is cleared and the messages "LOAD NEW DATA" and "ANSWER Y=YES" are displayed. To load a different data disk and continue using MAIL NOW!, enter Y. To return to the main menu, enter N. If you enter Y, continue at step 16.
 16. The screen is cleared and the messages "PLACE DATA DISK IN" and "HIT ANY KEY" are displayed. If you are using a single disk drive, unload the data disk and load the next one to be used. If you are using multiple drives, unload the data disk from the data drive and load the next data disk to be used in the same drive. Press any key after loading the next disk.
 17. The message "READING INDEX TABLE" is displayed along with a chart of progress. After the index table has been read into memory, the main menu is displayed. Continue using MAIL NOW! as desired.

HELPFUL HINTS

- If you do not make any changes to the labels, the index table may not be written out. MAIL NOW! determines whether it needs to update the index table or not. Regardless, always use the EXIT PROGRAM (f8) function to leave MAIL NOW!.

ERROR MESSAGES

The error messages you see are because of access problems with either the disk(s) or the printer. MAIL NOW! will protect you from yourself, not letting you do the things that would create havoc. We choose this way of doing things so as not to bore you with error messages every time you try to 'crash' the program.

The errors that occur are even translated into proper (almost) English so that you do not have to read binary statuses. The error messages are in the following format, in general.

DOS	Descriptive		
Message #	Text	Track #	Sector #

Here is a list of the most common error messages and their cause(s). When an error message is displayed, correct the error and then press any key to return to the previous step.

Message #	Text	Possible Cause
21	READ ERROR	Disk is not in the drive, or drive's latch is not closed
26	WRITE PROTECT ON	The disk contains a write-protection tab when it should not
62	FILE NOT FOUND	Wrong merge disk loaded, or wrong name entered for merge file
70	NO CHANNEL	Disk is not in the drive
74	DRIVE NOT READY	Disk is not in the drive, or drive's latch is not closed

Some messages do not have a message number. The most common of these and their cause(s) are listed below.

Text	Possible Cause
DEVICE NOT PRESENT	Printer turned off or not online, or wrong device number entered during PRINT DSGN

Unnumbered messages cont.

<u>Text</u>	<u>Possible Cause</u>
DISK NOT MAIL NOW	The disk currently loaded has not been formatted by MAIL NOW! and is therefore not a valid label-data disk; the wrong disk may have been loaded.
INCORRECT DISK ID	The disks have been switched without the use of the EXIT PROGRAM and LOAD NEW DATA functions. CAUTION! Both the previously loaded data disk and the currently loaded one may be corrupted if not switched back.
NONE FOUND	Disk may be blank, or no labels meeting the search field criteria have been found.

APPENDIX



NEVER DO THIS

Never do the following things when running MAIL NOW!.

- Turn peripherals on or off while MAIL NOW! is running:
always turn on all necessary peripherals (disks, printer,...)
before loading MAIL NOW!.
- Unload a data disk and load a different one without going
through the EXIT PROGRAM function and answering Y to the
"LOAD NEW DATA" message. If you do, any changes you made
while the first disk was loaded are lost, and the second
data disk may become corrupted.

If you return to BASIC and reload MAIL NOW!, you do not
need to go through the LOAD NEW DATA step to use a different
data disk.

- Never use these Commodore or Wedge commands on a data disk:
 - COPY or >C
 - VALIDATE, COLLECT, or >V
 - Any other commands that change the BAM

Getting NOW Files Into WRITE NOW Documents

To get information from a MAIL NOW file into a WRITE NOW document, perform the following steps.

1. Set up the WRITE NOW document for inputting data from another file. Detailed procedures for doing this are described in the WRITE NOW user's manual.
2. At the spot where you want the label information put, press the  key and one of the following characters.

<u>Character</u>	<u>Label field</u>
A	Remark
B	Last name
C	First name
D	Address
E	City
F	State
G	Category

A label field can be inserted multiple times in a WRITE NOW document, provided that another label record has not been opened.

Considerations when the NOW file is written on the data disk:

- The NOW file can be deleted using the Commodore SCRATCH command or the >S command of the Wedge program, if the data disk is not completely full.
- If the data disk is completely full, do not use the NOW FILE function because it may potentially destroy some label data.
- Do not use the Commodore COLLECT command or the >V command of the Wedge program on the data disk, regardless of whether a NOW file was successfully created on it.

CHANGES FROM VERSION 1 OF MAIL NOW!

Function	Changes
MAKE ENTRY	The field-freeze capability (CTRL-H and CTRL-O) has been added.
PRINT OUT	The range (FROM/TO) capability has been added to improve usefulness of function.
SEARCH	The range (FROM/TO) capability has been added to increase usefulness of function. The capability for secondary search fields has been added for more precise searches.
DELETE	No change.
MODIFY	No change.
PRINT OUT	New feature
NOW FILE	New feature for creating label files in WRITE NOW! word-processor file format
PRINT DSGN	Completely rewritten for clarity and usefulness, as well as ease of use.
MERGE	New feature
DIRECTORY	New feature for listing the directory of the data disk or work disk
EXIT PROGRAM	No change.
BACKUP	Revised
LOAD NEW DATA	No change.
RETURN TO BASIC	No change.

CHANGE DRIVES prog.	New program for defining disk and printer configuration when installing MAIL NOW!.

INDEX

Backup of data disk 29,32,56-58
Capacity of data disks 1
Changing data disks 28, 32, 56, 58
CHANGE DRIVES program 5, 30
Changing labels see Modifying
Changing label format 24-26, 48-52
Configuration 4, 55
Control codes (entering into label format) 48, 51
CTRL-H/CTRL-O see Freeze Field
Deleting labels 1, 20, 27, 32, 44
DM program 30
Ending MAIL NOW! 28-29, 56-58
Entering label data 10-14, 33-34
Formatting a data disk 1, 8, 28-31, 57
Freeze field for data entry 13-14, 34
Graphics characters (not allowed) 34
Label format/layout. 24-26, 32, 35, 43, 48-52
Main menu 9,31
Matching characters (* and ?) 16-17,20
Minimum and maximum label contents 10, 13, 33
Modifying labels 1, 20, 22, 32, 44
NOW file 1, 4, 32, 46-47, 53, 62
Printing labels 1, 15-17, 23, 32, 35-38
Searching for labels 18-21, 32, 39-45
Secondary search field 21, 36, 40, 42, 47
Starting MAIL NOW! 30-32
Switching data disks see Changing data disks
Volume name/ID 8,31
Work disk/drive/file/unit 4, 6
" character 34
* character 16-17, 20-21, 34, 36-37, 40
? character 17, 20, 34, 38, 40-41



CWDO/I (784)